

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ECONOMIC DEVELOPMENT ASSISTANT**

Jurisdictional Class: **Competitive**

Date Adopted: **March 2007**

Date Revised:

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **12**

DISTINGUISHING FEATURES OF THE CLASS: This is a professional level planning position under the general supervision of the Director of Economic Development. The incumbent works primarily with the Director of Economic Development, providing technical assistance, information-gathering research and problem solving designed to facilitate the preparation and implementation of County economic development plans and programs. An employee in this class is responsible for the identification of sources of grant monies and assisting in the preparation of grant applications and the administration of successful grant requests. Wide leeway is allowed for the use of independent judgment in the performance of all phases of work. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Conducts research and analysis designed to provide background information to the Director of Economic Development on key topics and issues related to economic development;

Collects and analyzes statistical data essential to economic development planning studies and works with consultants that may be retained to conduct such studies;

Gathers information about businesses in the region and maintains a directory thereof; Interacts with agencies actively involved with economic development on a federal, state and/or local level; Assists in the identification of properties and buildings available for development and works with the County's GIS to maintain an up-to-date inventory;

Identifies, writes, administers and monitors grants related to economic development;

Assists in the preparation of bulletins, applications, training materials and other written materials;

Answers telephone and take messages or provide callers with general information;

May serve on committees as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the purposes, principles, practices, methods and terminology used in economic development planning; Thorough knowledge of techniques used to gather data for statistical analysis, reports and/or discussion; Good knowledge of grant sources and programs available to the County; Good knowledge of the economic and development needs of the County; Good knowledge of basic research methods and techniques; Skill in grant search, application preparation and grant administration; Ability to communicate effectively with others; Ability to relate and work with area economic development agencies, financial institutions, business and industry; Ability to understand complex oral and written directions; Ability to prepare difficult economic development reports/studies and to formulate substantive recommendations as a result of the studies; Physical condition commensurate with the demands of the position.

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a

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MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in business, economics, marketing, planning, public administration, education, English or a closely related field; **OR**
- (B) Graduation from a regional accredited college or university with an Associates Degree in the above fields and or one (1) year of experience in public administration, planning, public relations, finance, grant writing or closely related field; **OR**
- (C) Graduation from high school or possession of an equivalency diploma and three (3) years of relevant experience in the above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

NOTE: Education beyond the Bachelor's degree in the fields indicated can be substituted on a year-for-year basis. Plus, part-time work will be pro-rated 18 ½ to 20 hours a week for one (1) year is equivalent to six (6) months. If part-time hours must be shown in order to be pro-rated.